

**Department of \_\_\_\_\_**  
**Office Safety Inspection Checklist**

***This checklist should be used to assist office personnel in identifying unsafe conditions. List each item requiring corrective action in the COMMENTS section, identifying the area, building, and/or room in each case. Follow-up monthly on the status of open corrective actions. Keep a copy for at least one year including the current year.***

**Name/Location** \_\_\_\_\_ **Date** \_\_\_\_\_

Description	Circle One: (S=Satisfactory RA=Requires Action)			Comments/Corrective Action
<b>Bulletin Boards &amp; Signs</b>	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are they clean and readable?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Is the material changed frequently?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Safety Committee Minutes posted?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
<b>Floors</b>				
Is there loose material, debris, worn carpeting?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are the floors slippery, oily, or wet?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Non-slip mats placed at entryways or high traffic areas?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
<b>Stairways and Aisles</b>				
Are they clear and unblocked?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are stairways well lighted?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are the aisles marked and visible?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Stairways have a non-slip tread?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
<b>General</b>				
Is the furniture in good condition?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
- Worn or poorly designed for task?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
- Sharp edges/corners on desks or cabinets?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
- Chairs have any loose casters?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
- All rungs and legs sturdy and in good repair?				
Desk and file drawers closed when not in use?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
File cabinets, storage cabinets, bookshelves and other items over 5 feet properly anchored?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Step stools or ladders are readily available for reaching high places.	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are step stools, step ladders safe, well maintained, and properly affixed?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Extension cords, phone cords, and cables are properly routed or covered to avoid trip and fall hazards?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
A maximum of one power strip per electrical receptacle is used?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
30" clearance is maintained in front of all electrical panels?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Electrical cords and plugs are in good condition (i.e., not frayed, taped, spliced, or ground prong missing)?	<b>S</b>	<b>RA</b>	<b>n/a</b>	

## Attachment #5

<b>Description</b>	<b>Circle One: (S=Satisfactory RA=Requires Action)</b>			<b>Comments</b>
Electrical receptacles are in good working condition?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Aisles, walkways, and work areas are free of trip and fall hazards (i.e., torn carpets, turned up edges of door mats, boxes, etc.)?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Exit paths are free of boxes/materials at all times?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
All work areas are adequately illuminated?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Storage and equipment areas/rooms are neat and orderly?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Work and storage areas are free of improper storage (e.g., heavy, high and/or unstable storage)?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
The tension on the paper cutter blade is adjusted to prevent the blade from free falling?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Material Safety Data Sheets (MSDSs) are available for all hazardous materials used by employees?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Employees who are responsible for performing first aid have been trained in blood borne pathogen prevention?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Gloves and one-way valve resuscitators are available to employees performing first aid and CPR?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Fire extinguishers are accessible (i.e., unobstructed/not blocked)?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Employees are trained in the use of fire extinguishers?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Duplicating fluid/toner is stored in a cabinet away from heat producing sources?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are storage cabinets organized so that heavy items are stored in the lower and middle shelves?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Hand trucks, dollies, or carts are available and used for handling bulk mail and supplied?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are washrooms and food preparation areas clean?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Are personal appliances such as space heaters or coffee makers in good working condition?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
All fans are properly guarded?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
<b>Training</b>				
Employees have been instructed in proper lifting techniques?	<b>S</b>	<b>RA</b>	<b>n/a</b>	
Office employees have had ergonomic training within the last two years?	<b>S</b>	<b>RA</b>	<b>n/a</b>	